

# **Coast Guard Institute**

Course materials arrive 6-8 weeks after the student is enrolled; however, Internet access allows you to review your course materials immediately.

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## **Coast Guard Institute Course Descriptions**

Coast Guard Institute courses are listed in alphabetical order by the short titles. Two listings (one by short titles and one by full course titles) are provided in the index for your convenience.

### **DESCRIPTION OF COURSES**

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**SHORT TITLE:** AST1 [closed book exam]

**COURSE CODE-EDITION:** 0110-1

**ONLINE DATE:** 10/19/1998

**COURSE NAME:** AVIATION SURVIVAL TECHNICIAN, FIRST CLASS

**DESCRIPTION:** Subject matter in this course is presented in Performance Based format with Practice and Feedback strategically located throughout the text. The course also provides a Syllabus. The syllabus has a list of references to use when actually performing certain tasks.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in aircraft component maintenance and supply (6/99).

**ACE NO:** CG-1704-0041

**RESERVE RETIREMENT POINTS:** 16

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** [www.uscg.mil/d5/airstation/ecity/](http://www.uscg.mil/d5/airstation/ecity/)

**TELEPHONE:** 252-335-6418

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**SHORT TITLE:** AST2 [closed book exam]

**COURSE CODE EDITION:** 0210-1

**ONLINE DATE:** 07/16/1998

**COURSE NAME:** AVIATION SURVIVAL TECHNICIAN, SECOND CLASS

**DESCRIPTION:** Subject matter in this course is presented in Performance Based format with Practice and Feedback strategically located throughout the text. The course also provides a Syllabus. The syllabus has a list of references to use when actually performing certain tasks.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour small engine repair and 1 in aircraft inspections (9/98).

**ACE NO:** CG-1704-0055

**RESERVE RETIREMENT POINTS:** 27

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** [www.uscg.mil/d5/airstation/ecity/](http://www.uscg.mil/d5/airstation/ecity/)

**TELEPHONE:** 252-335-6418

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**SHORT TITLE:** BARAD [closed book exam]

**COURSE CODE-EDITION:** 0651-2

**ONLINE DATE:** 05/14/2002

**COURSE NAME:** BASIC RADAR USER

**DESCRIPTION:** Provides training in basic radar operation of the AN/SPS-64 and 66 radars, scope interpretation, and plotting procedures.

**ACE RECOMMENDATION:** In the vocational certificate category, 1 semester hour in introduction to radar systems operation (3/97).

**ACE NO:** CG-1715-0076

**RESERVE RETIREMENT POINTS:** 7

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2533

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**SHORT TITLE:** BM1 [closed book exam]

**COURSE CODE-EDITION:** 0112-1

**ONLINE DATE:** 08/21/2003

**COURSE NAME:** BOATSWAIN'S MATE, FIRST CLASS

**DESCRIPTION:** Distance learning- Administration, piloting and Navigation, Maintenance, Training, Honors and Ceremonies.

**ACE RECOMMENDATION:** Pending

**ACE NO:**

**RESERVE RETIREMENT POINTS:** 26

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** Mr. Phil Veek [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2175

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**SHORT TITLE:** BM2 [closed book exam]

**COURSE CODE-EDITION:** 0212-1

**ONLINE DATE:** 05/01/2003

**COURSE NAME:** BOATSWAIN'S MATE, SECOND CLASS

**DESCRIPTION:** Distance learning- Administration, piloting and Navigation, Maintenance, Ordinance, Honors and Ceremonies.

**ACE RECOMMENDATION:** Pending

**ACE NO:**

**RESERVE RETIREMENT POINTS:** 26

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** Mr. Phil Veek [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2175

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**SHORT TITLE:** BM3 [closed book exam]

**COURSE CODE-EDITION:** 0312-1

**ONLINE DATE:** 02/24/2003

**COURSE NAME:** BOATSWAIN'S MATE, THIRD CLASS

**DESCRIPTION:** Distance learning- Administration, Operations & Seamanship Parts A & B, Piloting & Navigation Parts A & B, Maintenance Honors and Ceremonies.

**ACE RECOMMENDATION:** Pending

**ACE NO:**

**RESERVE RETIREMENT POINTS:** 26

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** Mr. Phil Veek [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2175

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**SHORT TITLE:** DC1 [closed book exam]

**COURSE CODE-EDITION:** 0116-1

**ONLINE DATE:** 01/12/2006

**COURSE NAME:** DAMAGE CONTROLMAN, FIRST CLASS

**DESCRIPTION:** The course consists of one Certification Guide and five separate unit of instruction in Administration, Carpentry, Fire Prevention, Plumbing and Welding.

**ACE RECOMMENDATION:** *Version 2:* In the vocational certificate category, 1 semester hour in welding (gas metal arc and gas tungsten arc). In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 2 in fundamentals of construction technology, and 2 in technical writing. In the upper-division baccalaureate category, 3 semester hours in project management (2/06). *Version 3:* In the vocational certificate category, 1 semester hour in welding (gas metal arc and gas tungsten arc). In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 1 in fundamentals of construction technology, 2 in technical writing, and 2 in fire prevention. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

**ACE NO:** CG-1710-0020

**RESERVE RETIREMENT POINTS:** 20

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** Mr. Tim Hilty [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2259

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**SHORT TITLE:** DC2 [Closed Book Exam]

**COURSE CODE-EDITION:** 0216-1

**ONLINE DATE:** 05/23/2005

**COURSE NAME:** DAMAGE CONTROLMAN, SECOND CLASS

**DESCRIPTION:** Provides training in the use of engineering publications; procurement; damage control preventive maintenance system; handling, stowage, and disposal of hazardous materials; set-up and operation of a Chemical, Biological, and Radiological (CBR) Contamination Control Area (CCA) and Decontamination Station (DS); pump and portable educator maintenance; firefighting Procedures, identification and overhaul procedures for various types of valves; arc cutting processes; inspecting and testing welds; conventional wood-frame construction; and procedures necessary to pour a concrete slab.

**ACE RECOMMENDATION:** *Version 2:* In the vocational certificate category, 3 semester hours in building trades and 1 in basic firefighting. In the lower-division baccalaureate/associate degree category, 1 semester hour in project planning, 1 in industrial safety, and 2 in fundamentals of building construction (2/06). *Version 3:* In the vocational certificate category, 2 semester hours in building trades and 1 in basic firefighting. In the lower-division baccalaureate/associate degree category, 1 semester hour in project planning, 1 in industrial safety, and 3 in fundamentals of building construction (2/06).

**ACE NO:** CG-1710-0021

**RESERVE RETIREMENT POINTS:** 29

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** Mr. Tim Hilty [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2259

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**SHORT TITLE:** DC3 [closed book exam]

**COURSE CODE-EDITION:** 0316-1

**ONLINE DATE:** 07/28/2004

**COURSE NAME:** DAMAGE CONTROLMAN, THIRD CLASS

**DESCRIPTION:** Provides training in carpentry, plumbing, concrete, woodworking tools, welding, and cutting, basic principles of damage control, firefighting, CBR, anchoring, and administration publications.

**ACE RECOMMENDATION:** In the vocational certificate category, 3 semester hours in building trades and 1 in basic firefighting. In the lower-division baccalaureate/associate degree category, 3 semester hours in general engineering technology laboratory (2/06).

**RESERVE RETIREMENT POINTS:** 32

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** Mr. Tim Helty [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-586-2259

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**SHORT TITLE:** EPME (Apprentice) [closed book exam]

**COURSE CODE EDITION:** 0462-1

**ONLINE DATE:** 11/22/2004

**COURSE NAME:** ENLISTED PROFESSIONAL MILITARY EDUCATION STUDY GUIDE

**DESCRIPTION:** Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

**ACE NO:** N/A

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 80% percent

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7374

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**SHORT TITLE:** EPME (Journeyman) [closed book exam]

**COURSE CODE EDITION:** 0662-1

**ONLINE DATE:** 02/22/2005

**COURSE NAME:** ENLISTED PROFESSIONAL MILITARY EDUCATION STUDY GUIDE

**DESCRIPTION:** Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

**ACE NO:** N/A

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 80% percent

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7374

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**SHORT TITLE:** EPME (Master) [closed book exam]

**COURSE CODE EDITION:** 0862-1

**ONLINE DATE:** 01/05/2005

**COURSE NAME:** ENLISTED PROFESSIONAL MILITARY EDUCATION STUDY GUIDE

**DESCRIPTION:** Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

**ACE NO:** N/A

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 80% percent

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7374

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**SHORT TITLE:** EM1 [Closed Book exam]

**COURSE CODE EDITION:** 0119-8

**ONLINE DATE:** 3/9/2006

**COURSE NAME:** ELECTRICIAN'S MATE, FIRST CLASS

**DESCRIPTION:** Covers subjects in Administration and Auxiliary/Propulsion Controls Systems. Includes reading assignments with objectives and review exercises designed to test mastery of the objectives. Performance based approach to completing the EPQ's.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour in concepts of chemistry, 2 in motors and generators, and 3 in electromechanical systems. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

**ACE NO:** CG-1714-0011

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 80%

**COURSE WRITER LOCATION:** EMCM L. A. ABERNETHY [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2796

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**SHORT TITLE:** EM2 [closed book exam]

**COURSE CODE-EDITION:** 0219-3

**ONLINE DATE:** 1 Nov 2005

**COURSE NAME:** ELECTRICIAN'S MATE, SECOND CLASS

**DESCRIPTION:** PERFORMECNE QUALIFICATION GUIDE FOR ADVANCEMENT TO SECOND CLASS ELECTRICIAN

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in electromechanical control systems and 3 in electric power distribution (2/06).

**ACE NO:** CG-1714-0023

**RESERVE RETIREMENT POINTS:** 32

**PASSING SCORE:** 76%

**COURSE WRITER LOCATION:** EMCS KNAEBEL [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2796

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**SHORT TITLE:** EM3 (closed book exam)

**COURSE CODE-EDITION:** 0319-1

**ONLINE DATE:** 11/13/2006

**COURSE NAME:** ELECTRICIAN'S MATE, THIRD CLASS

**DESCRIPTION:** Presents a general overview of basic electricity, power distribution, motors and controllers, batteries and small boats and auxiliary equipment and national electric code necessary to complete the Electrician's Mate Third Class PQG.

**ACE RECOMMENDATION:**

**ACE NO:** Pending

**RESERVE RETIREMENT POINTS:** 37

**PASSING SCORE:** 80%

**COURSE WRITER LOCATION:** EMCS KNAEBEL [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

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**SHORT TITLE:** ET1 [open book exam]

**COURSE CODE-EDITION:** 0122-1

**ONLINE DATE:** 10/01/2003

**COURSE NAME:** ELECTRONICS TECHNICIAN, FIRST CLASS

**DESCRIPTION:** Provides information and practical exercises in shore facility ground systems maintenance, transient suppression device maintenance, electromagnetic interference reduction. Also provides information and practical exercises in Very High Frequency (VHF) voice communications systems maintenance, Ultra High Frequency (UHF) voice communications systems maintenance, and military satellite communications systems maintenance. Also provides information and practical exercises in data communication signals analysis, fiber optic maintenance, preparing work schedules for subordinates, preparing departmental training schedules, instructing personnel in operating and maintaining electronic systems and Command and Control Systems maintenance.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 6 semester hours in electronic communications systems troubleshooting and maintenance, 3 in fundamentals of electronic communications, and 3 in principles of management (8/02).

**ACE NO:** CG-1715-0038

**RESERVE RETIREMENT POINTS:** 30

**PASSING SCORE:** 96 percent

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7129

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**SHORT TITLE:** ET2 [open book exam]**COURSE CODE-EDITION:** 0222-1**ONLINE DATE:** 10/01/2003**COURSE NAME:** ELECTRONICS TECHNICIAN, SECOND CLASS

**DESCRIPTION:** Provides information, job aids, and practical exercises in electronic equipment property management, maintaining the Electronic Repair Parts Allowance List (ERPAL), and supply procedures for material available from commercial and government sources. Provides information and practical exercises on equipment casualty reporting, updating electronic related technical documentation, including equipment and system block diagrams, antenna plot plans and unit grounding plans. Also provides installation and maintenance training including the coast Guard Planned Maintenance System (CGPMS), flexible coaxial and multi-conductor cables, cable penetrations, field changes, with emphasis on the use of special tools and test equipment. Technical training also includes operation, repair, and maintenance of Communications systems, Radar Systems, Identification Field or Foe (IFF) systems, and Telephone systems.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 2 in materials control, and 3 in electronic systems troubleshooting (2/06).

**ACE NO:** CG-1715-0146**RESERVE RETIREMENT POINTS:** 40**PASSING SCORE:** 96 percent**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)**TELEPHONE:** 707-765-7129

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**SHORT TITLE:** FS2 [closed book exam]**COURSE CODE-EDITION:** 0251-5**ONLINE DATE:** 09/08/1997**COURSE NAME:** FOOD SERVICE SPECIALIST, SECOND CLASS

**DESCRIPTION:** Provides training in developing 3-week cycle menus and load guides for afloat units using standard menus, food preparation worksheets and frequency charts, as well as preparing subsistence requests no greater than \$2500.00.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 in introduction to food service (9/98).

**ACE NO:** CG-1729-0004**RESERVE RETIREMENT POINTS:** 21**PASSING SCORE:** 80 percent**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)**TELEPHONE:** 707-765-7142

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**SHORT TITLE:** FS3(SS3) [closed book exam]**COURSE CODE-EDITION:** 0351-5**ONLINE DATE:** 05/04/2006**COURSE NAME:** FOOD SERVICE SPECIALIST, THIRD CLASS**DESCRIPTION:** The purpose of this guide is to help the student gain the general knowledge and skills required to perform the duties and responsibilities of an entry level Food Service Specialist, FS3.**ACE RECOMMENDATION:** Pending**ACE NO:** Pending**RESERVE RETIREMENT POINTS:** 34**PASSING SCORE:** 80 percent**COURSE WRITER LOCATION:** FSC Lemelin [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)**TELEPHONE:** 707-765-7142

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**SHORT TITLE:** GM1 [closed book exam]**COURSE CODE-EDITION:** 0129-7**ONLINE DATE:** 04/01/1996**COURSE NAME:** GUNNER'S MATE, FIRST CLASS**DESCRIPTION:** Provides training in hazards of electromagnetic radiation to personnel and ordnance, pneumatic cylinders, battery alignment, training and lesson plans, and ordnance department budgets.**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour in hydraulics and pneumatics (5/97)**ACE NO:** CG-1714-0027**RESERVE RETIREMENT POINTS:** 20**PASSING SCORE:** 76 percent**COURSE WRITER LOCATION:** GMCM BROOKS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)**TELEPHONE:** 757-856-2439

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**SHORT TITLE:** GM1 [closed book exam]**COURSE CODE-EDITION:** 0129-8**ONLINE DATE:** 06/13/2006**COURSE NAME:** GUNNER'S MATE, FIRST CLASS**DESCRIPTION:** Provides training in emergency disposal of ammunition, training personnel in ammunition handling, ammunition onloads/offloads, developing firing plans, preparing feedback reports, preparing ordnance repair parts requisitions, casualty reporting, unit level budgets, and disposition documentation for unserviceable or damaged ammunition.**ACE NO:** Pending**RESERVE RETIREMENT POINTS:** 19**PASSING SCORE:** 76 percent**COURSE WRITER LOCATION:** GMCM BROOKS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)**TELEPHONE:** 757-856-2439

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**SHORT TITLE:** GM2 [closed book exam]**COURSE CODE-EDITION:** 0229-9**ONLINE DATE:** 05/01/2005**COURSE NAME:** GUNNER'S MATE, SECOND CLASS**DESCRIPTION:** Provides training in ammunition disposal, magazine sprinkler systems, basic hydraulics, hydraulic and pneumatic system troubleshooting and repair, electricity and electronics, electrical connectors and connections. Also provides training in electrical and electronic modular components, Mk 75 Mod 0 gun mount, Mk 38 weapon system, Mk 36 Mods 1 and 5 SRBOC, dredger hoist, maintenance data system, PMS scheduling and feedback reports. Last, provides training in ammunition on load and offload plans, firing plans, R-865 small arms inventory report, and notice of ammunition reclassification (NAR).**ACE RECOMMENDATION:** Credit is not recommended because of the military specific nature of the course (2/06).**ACE NO:** CG-1714-0026**RESERVE RETIREMENT POINTS:** 16**PASSING SCORE:** 76 percent**COURSE WRITER LOCATION:** GMCM BROOKS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)**TELEPHONE:** 757-856-2439

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**SHORT TITLE:** HONORS [closed book exam]**COURSE CODE-EDITION:** 0421-2**ONLINE DATE:** 09/01/2001**COURSE NAME:** HONORS AND CEREMONIES**DESCRIPTION:** Provides training for international, naval, and military honors and ceremonies; flags and pennants; and customs.**ACE RECOMMENDATION:** Credit is not recommended because of the limited, specialized nature of the course (9/90).**ACE NO:** CG-2205-0032**RESERVE RETIREMENT POINTS:** 3**PASSING SCORE:** 80 percent**COURSE WRITER LOCATION:** Mr. Phil Veek [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)**TELEPHONE:** 757-856-2373

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**SHORT TITLE:** HS1 [open book exam]**COURSE CODE EDITION** 0130-3**ONLINE DATE:** 10/23/2006**COURSE NAME:** HEALTH SERVICES TECHNICIAN FIRST CLASS**DESCRIPTION:** The purpose of this guide is to help the student gain the general knowledge and skills required to perform the duties and responsibilities of a Journeyman Level Health Services Technician.**ACE RECOMMENDATION:** not evaluated**ACE NO:** Pending**RESERVE RETIREMENT POINTS:** 15**PASSING SCORE:** 96%**COURSE WRITER HSCS E. L. BECK** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

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**SHORT TITLE:** IIMS [closed book exam]**COURSE CODE EDITION:** 0581-1**ONLINE DATE:** 02/02/2004

**COURSE NAME:** INITIAL INDOCTRINATION TO MARINE SAFETY

**DESCRIPTION:** Provides introductory knowledge for those entering the marine safety field. The pamphlet introduces the marine safety programs and organization; marine safety missions. Legal authorities, using references, occupational safety and health, and conduct and ethics.

**ACE RECOMMENDATION:** not evaluated

**ACE NO:**

**RESERVE RETIREMENT POINTS:** 11

**PASSING SCORE:** 80%

**COURSE WRITER:** MSTCM F.J. PREKEL [www.uscg.mil/tcyorktown](http://www.uscg.mil/tcyorktown)

**TELEPHONE NUMBER:** 757-856-2324

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## 1-9

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**SHORT TITLE:** IT1 [open book exam]

**COURSE CODE-EDITION:** 0180-1

**ONLINE DATE:** 09/01/2003

**COURSE NAME:** INFORMATION TECHNICIAN, FIRST CLASS

**DESCRIPTION:** Provides the knowledge base needed to support the IT1 Performance Qualifications in the areas of Microsoft Exchange (MSX) Server, information systems security, network management, telephony systems, general systems support and administration. Subject matter in this course is presented in Performance Based format.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in information systems management and 3 in computer network administration (2/06).

**ACE NO:** CG-1715-0173

**RESERVE RETIREMENT POINTS:** 19

**PASSING SCORE:** 96%

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7264

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**SHORT TITLE:** IT2 [open book exam]

**COURSE CODE-EDITION:** 0280-1

**ONLINE DATE:** 09/01/2003

**COURSE NAME:** INFORMATION TECHNICIAN, SECOND CLASS

**DESCRIPTION:** Provides the knowledge base needed to support the IT2 Performance Qualifications in the areas of Microsoft Exchange (MSX) Server, information systems security, network management, telephony systems, general systems support and administration. Subject matter in this course is presented in Performance Based format.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in computer networking and 3 in information systems, computer information systems, or data communications (2/06).

**ACE NO:** CG-1715-0174

**RESERVE RETIREMENT POINTS:** 33

**PASSING SCORE:** 96%

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7264

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**SHORT TITLE:** IV1 [closed book exam]

**COURSE CODE-EDITION:** 0166-2

**ONLINE DATE:** 10/17/2005

**COURSE NAME:** INVESTIGATOR, FIRST CLASS

**DESCRIPTION:** Course covers legal, investigative techniques, protective service operations, and operational intelligence.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour in crime scene investigation (2/06).

**ACE NO:** CG-1728-0014

**RESERVE RETIREMENT POINTS:** 12

**PASSING SCORE:** 80%

**COURSE WRITER LOCATION:** Herb Showalter [Herbert.m.showalter@uscg.mil](mailto:Herbert.m.showalter@uscg.mil)

**TELEPHONE:** 757-856-2339

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## 1-10

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**SHORT TITLE:** IV2 [closed book exam]

**COURSE CODE-EDITION:** 0266-2

**ONLINE DATE:** 12/12/2005

**COURSE NAME:** INVESTIGATOR, SECOND CLASS

**DESCRIPTION:** Covers Legal, Investigative techniques, use of force / defensive tactics, protective service operations, administration and operational intelligence.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in investigative operations or law enforcement (2/06).

**ACE NO:** CG-1728-0042

**RESERVE RETIREMENT POINTS:** 34

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** Herb Showalter [Herbert.m.showalter@uscg.mil](mailto:Herbert.m.showalter@uscg.mil)

**TELEPHONE:** 757-856-2339

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**SHORT TITLE:** MANBD [closed book exam]

**COURSE CODE-EDITION:** 0464-3

**ONLINE DATE:** 07/01/1997

**COURSE NAME:** MANEUVERING BOARDS

**DESCRIPTION:** Provides training in the uses of maneuvering boards in solving problems which involve relative motion; speed; CPAs; collision avoidance; station taking; contact interception; true, relative, and desired wind; and direct plotting procedures.

**ACE RECOMMENDATION:** Pending

**ACE NO:** CG-1708-0015 (for edition 2)

**RESERVE RETIREMENT POINTS:** 12

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2533

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**SHORT TITLE:** MK1 [closed book exam]

**COURSE CODE-EDITION:** 0132-4

**ONLINE DATE:** 04/26/06

**COURSE NAME:** MACHINERY TECHNICIAN, FIRST CLASS

**DESCRIPTION:** The MK1 Performance Qualification Guide (PQG) includes a PQG Certification Guide, four PQG pamphlets designed in a distance learning self-study format with a step-action/job aids, and a required end-of-course test (EOCT). It is specifically designed for MK2's as a required component for advancement to MK1. This course covers selected subjects in Administration, training, Auxiliary Equipment and Propulsion Machinery. The text includes reading assignments with objectives to be mastered and appropriate review exercises specifically designed to test mastery of the objectives. The PQG is a performance based, systematic approach to completing the Enlisted Performance Qualifications (EPQs). Enrollees, under the direction of their professional development supervisor (PDS), must complete specific training tasks that directly relate to the EPQs they are trying to satisfy. The PDS will evaluate the student for 100 percent completion of the PQG sheets, and the student must pass the end-of-course test with a minimum score of 76 percent.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in internal combustion engines and 3 in automotive fuel systems (11/91).

**ACE NO:** CG-1723-0006

**RESERVE RETIREMENT POINTS:** 27

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** M. J. Reilley [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2371

**SHORT TITLE:** MK2 [closed book exam]

**COURSE CODE-EDITION:** 0232-5

**ONLINE DATE:** 09/01/2005

**COURSE NAME:** MACHINERY TECHNICIAN, SECOND CLASS

**DESCRIPTION:** Course provides training in administration, electrical, and electronics, auxiliary equipment, and maintenance/operation of propulsion machinery.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in mechanical power operation systems and 3 in mechanical power transmission (2/06).

**ACE NO:** CG-1723-0008

**RESERVE RETIREMENT POINTS:** 26

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** MKCS EVERY [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2371

**SHORT TITLE:** MK3 [closed book exam]

**COURSE CODE-EDITION:** 0332-5

**ONLINE DATE:** 06/01/2005

**COURSE NAME:** MACHINERY TECHNICIAN, THIRD CLASS

**DESCRIPTION:** The new Machinery Technician Third Class (MK3) rating course in the form of a performance qualification guide (PQG). The PQG format combines the best features of distance learning and on-the-job-training (OJT) by embedding enlisted performance qualifications (EPQ) with in course material. An added benefit of the PQG for field units is the standardization and accountability built into the course structure. The new course will have seven pamphlets covering administration, electrical and electronics, auxiliary equipment I & II, Hydraulics, outboard engines, and internal combustion engines.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 in electrical systems troubleshooting, 2 in mechanical systems troubleshooting, and 2 in fundamentals of engineering graphics (2/06).

**ACE NO:** CG-1723-0007

**RESERVE RETIREMENT POINTS:** 34

**PASSING SCORE:** 76 percent

**COURSE WRITER LOCATION:** MKCS EVERY [www.uscg.mil/tcyorktown](http://www.uscg.mil/tcyorktown)

**TELEPHONE:** 757-856-2371

**SHORT TITLE:** MST1 [closed book exam]

**COURSE CODE-EDITION:** 0134-5

**ONLINE DATE:** 08/01/1999

**COURSE NAME:** MARINE SCIENCE TECHNICIAN, FIRST CLASS

**DESCRIPTION:** Provides training in preparing casework for pollution incidents, duties of the On-Scene Coordinator's Representative, jurisdiction and planning for spills, Incident Command System, conducting pre-liminary assessments, protection techniques, recover and cleanup techniques, spiller's responsibilities, and waste disposal considerations. Additionally, provides training in port safety surveillance, port state control, freight containers, hazard classification, and transportation of packaged hazardous materials and of bulk solid and bulk liquid hazardous materials.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in environmental regulations and 3 in hazardous materials. In the upper-division baccalaureate category, 3 semester hours in project management (field experience) (2/06).

**ACE NO:** CG-1304-0022

**RESERVE RETIREMENT POINTS:** 29

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** MSTC SAMMONS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2074

**SHORT TITLE:** MST1 [closed book exam]

**COURSE CODE-EDITION:** 0134-6

**ONLINE DATE:** 3/9/2006

**COURSE NAME:** MARINE SCIENCE TECHNICIAN, FIRST CLASS

**DESCRIPTION:** Provides training in preparing casework for pollution incidents, duties of the On-Scene Coordinator's Representative, jurisdiction and planning for spills, Incident Command System, conducting pre-liminary assessments, protection techniques, recover and cleanup techniques, spiller's responsibilities, and waste disposal considerations. Additionally, provides training in port safety surveillance, port state control, freight containers, hazard classification, and transportation of packaged hazardous materials and of bulk solid and bulk liquid hazardous materials.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in marine science technology, 3 in information management, 3 in environmental safety, 2 in environmental science, 2 in maritime law, 2 in maritime regulations, 2 in law enforcement, 2 in criminal evidence and procedures, and 2 in principles of supervision (1/06).

**ACE NO:** CGR-MST-003

**RESERVE RETIREMENT POINTS:** 25

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** MSTC SAMMONS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2074

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**SHORT TITLE:** MST2 [closed book exam]

**COURSE CODE-EDITION:** 0234-5

**ONLINE DATE:** 04/12/1993

**COURSE NAME:** MARINE SCIENCE TECHNICIAN, SECOND CLASS

**DESCRIPTION:** Provides training in harbor surveillance, pollution response, boardings and inspections, basic system management, and physical security surveys.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in marine science technology, 3 in information management, 3 in environmental safety, 2 in environmental science, 2 in maritime law, 2 in maritime regulations, 2 in law enforcement, and 1 in criminal evidence and procedures (1/06).

**ACE NO:** CGR-MST-003

**RESERVE RETIREMENT POINTS:** 34

**PASSING SCORE:** 80 percent

**COURSE WRITER LOCATION:** MSTC SAMMONS [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2074

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**SHORT TITLE:** NAVRUL [closed book exam]

**COURSE CODE-EDITION:** 0469-4

**ONLINE DATE:** 06/01/2001

**COURSE NAME:** NAVIGATION RULES

**DESCRIPTION:** Provides instruction regarding the 1972 COLREGS and the INLAND NAVIGATION RULES ACT OF 1980. Renewals shall be "open book" (defined as an unmarked copy of Navigation Rules-International-Inland, COMDTINST M16672.2 Series).

**NOTE:** Personnel desiring to take the Deck Watch (DWO) or Deck Watch Renewal (DWINTR) Exams will need the NAVRUL course materials for study. There are no specific course materials for DWO/DWINTR. Student must order NAVRUL course materials. Members who are taking the Navrul for the first time must take the exam **CLOSED BOOK**. After successful completion, the member can take the Navrul exam OPEN BOOK for any subsequent exam; there is no 5 year renewal for this exam.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in rules of the road (maritime) (2/06).

**ACE NO:** CG-1708-0020

**RESERVE RETIREMENT POINTS:** 26

**PASSING SCORE:** 90 percent

**COURSE WRITER LOCATION:** Mr. Phil Veek [www.uscg.mil/tcyorktown/](http://www.uscg.mil/tcyorktown/)

**TELEPHONE:** 757-856-2373

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**SHORT TITLE:** OS1 [open book exam]

**COURSE CODE-EDITION:** 0138-1

**ONLINE DATE:** 09/01/2003

**COURSE NAME:** OPERATIONS SPECIALIST, FIRST CLASS

**DESCRIPTION:** Physical Security, Search & Rescue Case Execution, Law Enforcement Case Execution, Intelligence & Command and Control Systems.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in oral communications, 1 in technical mathematics, and 2 in maritime law. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

**ACE NO:** CG-1728-0052

**RESERVE RETIREMENT POINTS:** 29

**PASSING SCORE:** 96 percent

**COURSE WRITER LOCATION:** CPO R. Glatt [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** (707) 765-7274

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**SHORT TITLE:** OS2 [open book exam]

**COURSE CODE-EDITION:** 0238-1

**ONLINE DATE:** 09/01/2003

**COURSE NAME:** OPERATIONS SPECIALIST, SECOND CLASS

**DESCRIPTION:** Physical Security, Search & Rescue Case Execution, Law Enforcement Case Execution, Intelligence & Command and Control Systems.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to library science, 1 in maritime law, 2 in introduction to operations analysis, and 1 in piloting (2/06).

**ACE NO:** CG-1728-0051

**RESERVE RETIREMENT POINTS:** 27

**PASSING SCORE:** 96 percent

**COURSE WRITER:** CPO Glatt [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** (707) 765-7274

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**SHORT TITLE:** PA1 [closed book exam]

**COURSE CODE-EDITION:** 0140-1

**ONLINE DATE:** 05/25/2005

**COURSE NAME:** PUBLIC AFFAIRS SPECIALIST, FIRST CLASS

**DESCRIPTION:** Provides the knowledge necessary to perform at the Public Affairs Specialist First Class level as stated in the Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series). The course covers EPQs in the areas of Public Affairs, Editing and Layout, and Administrative and Clerical. Specifically, the course provides training in how to release information to the news media and public in coordination with federal, state and local agencies; how to coordinate a news briefing, including preparing spokespersons, developing support materials for release (i.e. audio, video, photos, fact sheets) and other visuals, moderating the briefing and evaluating results in the news media; how to arrange a press pool, both to allow media to embark aboard Coast Guard units or gain access to an event, and to distribute video, photos and other information through a pool; how to create page layouts for publication using available desktop publishing software and incorporating accepted principles of page design; how to conduct public affairs training tailored to the needs of the intended audience, developing lesson plans and training materials based on unit requirements, and conducting post-training evaluation on training effectiveness.

**ACE RECOMMENDATION:** In the upper-division baccalaureate category, 3 semester hours in media relations (advanced) (1/06).

**ACE NO:** CG-1709-0002

**RESERVE RETIREMENT POINTS:** 11

**PASSING SCORE:** 80 percent

**COURSE WRITER:** PACM Cihelka [CCihelka@comdt.uscg.mil](mailto:CCihelka@comdt.uscg.mil)  
**TELEPHONE:** 202-267-1209

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**1-16**

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**SHORT TITLE:** PA2 [closed book exam]

**COURSE CODE-EDITION:** 0240-1

**ONLINE DATE:** 05/25/2005

**COURSE NAME:** PUBLIC AFFAIRS SPECIALIST, SECOND CLASS

**DESCRIPTION:** Provides the knowledge necessary to perform at the Public Affairs Specialist Second Class level as stated in the Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series). The course covers EPQs in the areas of Public Affairs, Writing, Web-based Skills, and Imagery. Specifically, the course provides training in how to facilitate a media visit as a Public Affairs escort; how to prepare a Coast Guard spokesperson for a news media interview; how to perform an on-camera media interview; how to administer a speakers bureau; how to arrange a media visit to a Coast Guard unit; how to coordinate Coast Guard involvement in a community event; how to develop public affairs guidance; how to assemble a media press pack; how to establish a media response center; how to guide unit commands in public affairs matters regarding Coast Guard incidents or issues; how to coordinate a media production project; how to market a news release, media advisory or feature story to the media; how to localize Department of Homeland Security or Coast Guard published information; how to format news releases, photos and other publicly releasable information for a Coast Guard website; how to maintain photographic and audiovisual equipment; how to document Coast Guard operations using a video camera; and how to release Coast Guard operational video and still images to the media.

**ACE RECOMMENDATION:** In the upper-division baccalaureate category, 3 semester hours in media relations (1/06).

**ACE NO:** CG-1709-0001

**RESERVE RETIREMENT POINTS:** 31

**PASSING SCORE:** 80 percent

**COURSE WRITER:** PACM Cihelka [CCihelka@comdt.uscg.mil](mailto:CCihelka@comdt.uscg.mil)

**TELEPHONE:** 202-267-1209

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**SHORT TITLE:** PS1 (closed book exam)

**COURSE CODE EDITION** 0168-1

**ONLINE DATE:** 06/01/2004

**COURSE NAME:** PORT SECURITY SPECIALIST, FIRST CLASS

**DESCRIPTION:** Provides training in leading/planning and preparing, security patrols, physical security assessments and inspections. The pamphlet introduces Security and Inspection Teams and Tactics, and Preparing Security Assessments.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 semester hours in law enforcement or security (2/06).

**ACE NO:** CG-1728-0038

**RESERVE RETIREMENT POINTS:** 6

**PASSING SCORE:** 80 percent  
**COURSE WRITER:** CG RESTRACEN YORKTOWN  
**TELEPHONE:** 757-856-2915

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**1-17**

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**SHORT TITLE:** PS2 (closed book exam)

**COURSE CODE EDITION** 0268-1

**ONLINE DATE:** 06/01/2004

**COURSE NAME:** PORT SECURITY SPECIALIST, SECOND CLASS

**DESCRIPTION:** Provides training in participation in security patrols, initial safety inspections, and conducting physical security assessments. The pamphlet introduces Threat Assessment Surveys, Initial Safety inspections, and Team Leader Actions.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to security and 1 in military science (2/06).

**ACE NO:** CG-1728-0032

**RESERVE RETIREMENT POINTS:** 6

**PASSING SCORE:** 80 percent

**COURSE WRITER:** CG RESTRACEN YORKTOWN

**TELEPHONE:** 757-856-2915

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**SHORT TITLE:** PS3 (closed book exam)

**COURSE CODE EDITION** 0368-1

**ONLINE DATE:** 07/01/2004

**COURSE NAME:** PORT SECURITY SPECIALIST, THIRD CLASS

**DESCRIPTION:** Provides training in security, operational authority, anti-terrorism.

**ACE RECOMMENDATION:** Pending

**ACE NO:** Pending.

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 80 percent

**COURSE WRITER:** CG RESTRACEN YORKTOWN

**TELEPHONE:** 757-856-2915

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**SHORT TITLE:** SARFND [closed book exam]

**COURSE CODE-EDITION:** 0431-3

**ONLINE DATE:** 08/08/2003

**COURSE NAME:** SAR FUNDAMENTALS

**DESCRIPTION:** Provides training on national SAR policy, the national SAR system, and the five SAR incident stages.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 1 semester hour in fundamentals of ocean search and rescue (7/05).

**ACE NO:** CG-0802-0016

**RESERVE RETIREMENT POINTS:** 3  
**PASSING SCORE:** 76 percent  
**COURSE WRITER LOCATION:** [smstewart@tcyorktown.uscg.mil](mailto:smstewart@tcyorktown.uscg.mil)  
**TELEPHONE:** 757-856-2381

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**1-18**

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**SHORT TITLE:** SK1 [closed book exam]

**COURSE CODE EDITION** 0148-1

**ONLINE DATE:** 12/01/2003

**COURSE NAME:** STOREKEEPER, FIRST CLASS

**DESCRIPTION:** Provides the knowledge base needed to support the SK1 Performance Qualifications in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in military science (travel, transportation, fiscal procedures, inventory control, and supply) (2/06).

**ACE NO:** CG-1405-0008

**RESERVE RETIREMENT POINTS:** 15

**PASSING SCORE:** 76%

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/tpf/sms.shtm](http://www.uscg.mil/hq/tcpet/tpf/sms.shtm)

**TELEPHONE:** 707-765-7128

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**SHORT TITLE:** SK2 [closed book exam]

**COURSE CODE EDITION** 0248-1

**ONLINE DATE:** 12/01/2003

**COURSE NAME:** STOREKEEPER, SECOND CLASS

**DESCRIPTION:** Provides the knowledge base needed to support the SK2 Performance Qualifications in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 semester hours in office administration, office procedures, or office management (2/06).

**ACE NO:** CG-1405-0009

**RESERVE RETIREMENT POINTS:** 15

**PASSING SCORE:** 76%

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/tpf/sms.shtm](http://www.uscg.mil/hq/tcpet/tpf/sms.shtm)

**TELEPHONE:** 707-765-7128

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**SHORT TITLE:** SK3 [closed book exam]

**COURSE CODE EDITION** 0348-1

**ONLINE DATE:** 09/01/2003

**COURSE NAME:** STOREKEEPER, THIRD CLASS

**DESCRIPTION:** Provides the knowledge base needed to support the SK3 Performance Qualifications

in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 2 semester hours in office administration or office management (2/06).

**ACE NO:** CG-1405-0002

**RESERVE RETIREMENT POINTS:** 27

**PASSING SCORE:** 76%

**COURSE WRITER LOCATION:** [www.uscg.mil/hq/tcpet/tpf/sms.shtm](http://www.uscg.mil/hq/tcpet/tpf/sms.shtm)

**TELEPHONE:** 707-765-7128

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## 1-19

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**SHORT TITLE:** TCTSG [closed book exam]

**COURSE CODE-EDITION:** 0652-2

**ONLINE DATE:** 04/13/2000

**COURSE NAME:** TEAM COORDINATION TRAINING--STUDENT GUIDE

**DESCRIPTION:** Provides overview of seven behavioral skills critical to reducing human error and enhancing teamwork during complex and dynamic operations. Emphasis is on multi-unit afloat/shore operations. Student guide is same as used in all TCT resident and unit-level courses.

**ACE RECOMMENDATION:** In the upper-division baccalaureate category, 3 semester hours in decision-making and problem solving (9/01).

**ACE NO:** CG-1406-0011

**RESERVE RETIREMENT POINTS:** 0

**PASSING SCORE:** 76%

**COURSE WRITER:** LCDR Becker [DBecker@comdt.uscg.mil](mailto:DBecker@comdt.uscg.mil)

**TELEPHONE:** 202-267-2965

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**SHORT TITLE:** YN1 [open workbook exam]

**COURSE CODE-EDITION:** 0176-1

**ONLINE DATE:** 08/01/2004

**COURSE NAME:** YEOMAN, FIRST CLASS

**DESCRIPTION:** Provides training and practice for counseling members on the eligibility and procedures for special pay entitlements, completing the documentation for non judicial punishment (NJP) proceedings, assisting members with requests for remission/waiver of indebtedness, counseling members on policies and procedures for Career Status Bonus (CSB), counseling members on annuities and premiums for the Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RC-SBP) Supplemental Survivor Benefit Plan (SSBP), counseling members on household good shipping entitlements, and reviewing travel/transportation vouchers.

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in financial planning or compensation scheduling (2/06).

**ACE NO:** CG-1408-0006

**RESERVE RETIREMENT POINTS:** 33

**PASSING SCORE:** 96 percent

**COURSE WRITER LOCATION:** Jose Collazo [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7194

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**SHORT TITLE:** YN2 [open workbook exam]

**COURSE CODE-EDITION:** 0276-1

**ONLINE DATE:** 08/01/2004

**COURSE NAME:** YEOMAN, SECOND CLASS

**DESCRIPTION:** Provides training and practice for counseling members on the policies and procedures for BAH/Dependency eligibility, Emergency Contact Data, designation of beneficiaries for death gratuity/unpaid pay and allowances and person to receive allotment of pay if missing or unable to transmit funds, counseling members on policies for expiration of enlistment options, counseling members on housing, subsistence, family separation allowance (FSA), cost of living allowance (COLA), assisting members in preparing a request for humanitarian (HUMS), mutual exchange of station, and unilateral transfers, counseling members on policies and procedures for retirement, discharges, and release from active duty (RELAD), counseling members on travel and transportation entitlements for travel orders such as IDT, RMP, ADT, ADOT, mobilization, counseling members on shipment/storage of privately owned vehicles, counseling members on travel/transportation vouchers, maintaining a directives library and maintaining unit correspondence files..

**ACE RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in career planning or financial planning (2/06).

**ACE NO:** CG-1408-0004

**RESERVE RETIREMENT POINTS:** 33

**PASSING SCORE:** 96 percent

**COURSE WRITER LOCATION:** YNC Jose Collazo [www.uscg.mil/hq/tcpet/index.htm](http://www.uscg.mil/hq/tcpet/index.htm)

**TELEPHONE:** 707-765-7294

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